

OFFICE OF THE SECRÉTARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY

		RECORDS MANAGEMENT DIVISION
	e Publication No. 76—RM—1 for instructions on completing the ves and History, Records Management Division, 330 Capiton Section.	*
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	1. Agency Address	Application Number
	Georgia P.O.S.T. Council	1
September 25, 1984	4301 Memorial Drive - Suite I	77-400-A
Application Number	Decatur, Georgia 30032	Date Received Date Completed
		NOV 0 1 1984 NOV 2 7 1984
2. Person to Contact	Working Title	Telephone Number
Cpl. Frankie H. Lov	vorn Certification Unit	296-4006/4009
3. Action Requested		
<u>-</u>	Schedule, record will continue to accumulate.	
	accumulation; no further accumulation anticipated.	
	No. <u>77-400 A</u> Check One: 🗵 Change; 🗆 Superce	ido: 🗆 Void
c. 2 Amend Application 4. Dates of Series	5. Records Series Title (followed by title used in office; if d	······································
Earliest Latest	J. Necolus delles Title Honowed by title used in office, it di	
	Georgia Peace Officer's Certification C	ace Files
1970 Present	<u> </u>	· · · · · · · · · · · · · · · · · · ·
6. Division and Office Function	on What is the function of the Division and the Office in	which this record series is created?
ment training cours rules. To certify and instructors, to or failure to meet	tive 07/01/77) and upon satisfactory complete and to withdraw or suspend certifications schools, training facilities, program and conspend or revoke such certifications base standards set forth and to facilitate and percommending training curricula.	based on law or council ourses, school directors d upon annual re-evaluation
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7. Record Series Description	This file contains the following documents (include form n Attach samples of the file.	umbers and titles, if any):
Documents relating to:	determining whether candidates for Peace Of	ficer certification have met
	requirements for certification as set forth	
	Standards and Training Act and to maintain	· ·
Included are:	who become certified.	
	The second serving as	
	case files for each candidate containing Ap (PF1A), Background Investigation (PF3), Med Certificate, High School Diploma, fingerpri Training (PF2), and related material.	lical Examination (PF4), Birth
		-
1		
·		•
		,
File is arranged:	numerically by case number	
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old — twenty-five months and ol	30	to twenty-four months old,
9. Annual Rate of Accumula		
Letter-size drawers OTIL	; Legal-size drawers; Shelves	; Other (specify)
*only have 5 file o	lrawers; when these are full, we begin boxin	g records to make room for the
A9 -50 - 71 - 9ay 75	(Over)	remaining files.

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YES	NO	10. Questionnaire	(Place an ")	X" in the proper o	olumn)	
X		a. Is this the offi				
Х		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. GA Peace Officer Standards and Training Act - Section 0.C.G.A. 35-0-15				
	X	c. Is this a vital re			.,	
<u> </u>	X	d. Does this serie	s have historica	l or long term rese	earch value?	**************************************
1.	1	e. When one or to	wo documents	in the file make it	necessary to keep the entire file for a long period, cou	uld these
<u> </u>	X	documents be				
	X	f. Is the informa	tion contained	in this series ever	published? If yes, attach copy,	
	Х	g. Is the information of the second of the s	tion contained	in this series ever	analyzed and/or recorded in a summarized report?	=
Х		h. Is there a dupl If yes, where?	ication of this headquar	series in your offic ters of the l	re, or in another office or agency? law enforcement unit	,
<u> </u>	<u> </u>	i. Is this series (o	r a major porti	on of it) regularly	microfilmed?	
X	1			n a computer prin		
11.	Retent	ion Requirements	TI ,	ne following requir	res the series to be kept:	
ł		•	*			
	a. Stat		60	years.	d. Audit period	years.
1	b. Stat	tute of limitation		years.	e. Administrative need6	0years.
- 1	c. Fed	eral law		years.	f. Federal retention instructions	years.
ŀ					, , , , , , , , , , , , , , , , , , ,	
1 .	Attach	copy or excerpt of	laws or regulation	ons. Explain admi	nistrative need.	
			.	orior angriqui daim		-
P€	erson	s required to	comply wi	th certificat	tion provisions cannot be employed or	appointed by
ar	ıv la	w enforcement	unit with	out certifica	ation from the Council,(Ga. Code An	n. 35-8-10).
Re	cord	s are needed	during wor	king life of	employee in the event the Council mu	st bring civil
ac	tion	against the	employee o	r law enforce	employee in the event the Council mu ement unit for failure to comply(G	a. Code Ann.
12.	Αροτοι	red Disposition Instr	ructions Th	is agency recomm	ends that the file series be cut off at the end of each:	35-8-17)
l] Fiscal Year; ☑ Other <u>EVERY 6 MTHS. OF CU</u>	
j		•		Calcillat Teat, L	or riscal rear; to Other LVENT O MIND. OF CO	YEAR
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4.4	U T	nsfer to local holding	g area, noic	year(s)	; tnen	
			us Center, noic	yea	ir(s); then	
	⊠ Des	•			•	
		nsfer to State Archi	ves for perman	ent retention.	•	
		er (Specify)			•	
	Pend	lina Certifi	cation F	ile: Cut o	ff files at end of each calenda	r year;
] .	hold	in CFA 18	months.	then retur	n file documents to candidate,	they
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1	acsi	croy correst	Jonarng L			
	Cart	ified Case	Files C	ut off fil	es at end of six months, transf	er
1	cer	Titled Case	riies. C	wwodiately	to State Record Center; hold	9½ vears
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1					aced on computer; then destroy.	
1			· r	ries is pr	aced on computer; then descroy,	,
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1	ı nese i	nstructions apply to	all prior and f	uture accumulatio	ons of the series.	
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1	as Ele	d/Designation (C')	\\	T 5		
Valeu	cy riez	id/Designee (Signat	(ure)	Date	Records Management Officer (Signature)	Date
1	2	my Ca	السيا		Lee Wilson CRM	10/3/184
77	400	A 11/27/84			State Records Committee (Signature)	Date
Re∞	mmen	dations in para-			1	
graph	12 ar	approved.	State Aud	litor/Designee	1 1 and land	11-19-04
(If di	sappro	ved, attach letter	 			
	planati		Secretary of	State/Designee	Edward Weldon	11/13/54
1 .		,	1	, -		
,			Attorney G	eneral/Designee	Manual Land	11/9012.1

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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Schedulin	g Section.	*		
FOR AGENCY USE	1. Agency Address	,	FOR RECORDS	MANAGEMENT USE
Application Date	GA Peace Officers Standards & Traning Council - Certification Unit		Application Number 77-400-A	
Application Number	4301 Memorial Drive - Suit Decatur, Georgia 30032	e I	Date Received	Date Completed
	becatur, deorgra 30032		DEC 1 4 1983	_ AU6 1 0 1984
2. Person to Contact	Wo	orking Title	JAN 1 1 1984	Telephone Number
Cpl. Frankie H. L	.ovvorn Certifica	tion Unit		296-4006
3. Action Requested				
	n Schedule; record will continue to accumul			
	accumulation; no further accumulation ant			
c. Amend Application 4. Dates of Series	n No. <u>77-400</u> Check One: ☑ Ch			
Earliest Latest	5. Hecolds delles the fromoved by the	e used in dirice, it di	inerenty	
1970 Present	GA Peace Officer Certifi			
6. Division and Office Functi	on What is the function of the Divis	ion and the Office in	which this record ser	ries is created?
examination - ef training course a To certify schoo structors, to su failure to meet	Officers based on pre-employme fective 07/01/77) and upon sating to withdraw or suspend cert is, training facilities, programmend or revoke such certificate standards set forth and to facilities recommending training cutricul	sfactory completifications base mand courses, ions based upor litate and prom	etion of basic ed on law or co school directo n annual re-eva	law enforcement puncil rules. ors and in-
7. Record Series Description	This file contains the following docum Attach samples of the file.	ents <i>(include form n</i> u	ımbers and titles, if a	iny):
Documents relating to:	determining whether candidates	for Peace Offj	cer certificati	ion have met
	requirements for certification Standards and Training Act and who become certified.	as set forth in	n the Georgia F	Peace Officers
modera give.	who become certified.			
• .	case files for each candidate of Background Invs. (PF3), Medical Diploma, fingerprint cards, promaterial. Also included are cand Certified Case Files.	Exam. (PF4), oof of Mandate	Birth Certifica Training (PF2),	ate, High School , and related
			1 m	A 3 44 1
File is arranged.	Numerically by case number			est of the second
	,			
8. Monthly Reference Rate	How often are records referred to w		· .	ofton
One to six months old <u>S</u> twenty-five months and ol	eldom: Seven to twelve months old <u>se</u> der <u>often</u> ?	Thirteen to	twenty-four month	s old <u>Often</u> ;
9. Annual Rate of Accumula Letter-size drawers	tion of Records S; Legal-size drawers; St	ielves; (Other (specify)	

tter-size drawers 7-8; Legal-size drawers Shelves :Other (specify) :Other (specify) *only have 5 file drawers; when these are full, we begin boxing records to make room for the remaining records*

X f. Is the informa	e scheduled separately? ation contained in this series ever published? If yes, attach copy, ation contained in this series ever analyzed and/or recorded in a summarized repectory.	ort?
h. Is there a dup X If yes, where?	olication of this series in your office, or in another office or agency? 7 Headquarters of the law enforcement unit 8 Internation of its regularly microfilmed?	,
X I I. Does the reco	ord series result in a computer printout?	
11. Retention Requirements	The second second second to be kept.	
a. State Law b. Statute of limitation		60 years.
c. Federal law	years. e. Administrative need years. f. Federal retention instructions	
,		
Attach copy or excerpt of	laws or regulations. Explain administrative need. comply with certification provisions cannot be employed	or appointed by
any law enforcement	+ unit without certification from the Countll(Ga. LO	ae Ann. 35-8-10)
Bocarde are needed di	uring working life of employee in the event the Council	must pring civil
	e employee or law enforcement for failure to comply(5a. Code Ann. 35-8- 17)
72. Approved Disposition Inst	ANALYSIA OF THE STATE OF THE ST	(xexetx
	☐ Calendar Year; ☐ Fiscal Year; ☒ Other ☐ SEE BELOW	1
Hold in the current file	es area month(s) year(s); then	year
Transfer to local holding	ng area, holdyear(s); then	
□ Transfer to State Re∞ □ Destroy.	ords Center; holdyear(s); then	
• -	rives for permanent retention.	•
Transfer to State Archi		
☐ Transfer to State Archi ☐ Other (Specify)	1	
☐ Other (Specify)		
☐ Other (Specify)		ld in CFA
☐ Other (Specify)	on File: Cut off files at end of each calendar year; ho urn file documents to candidate, then destroy correspon	ld in CFA ding reference
Dother (Specify) Pending Certification 18 months, then retocard.	on File: Cut off files at end of each calendar year; ho urn file documents to candidate, then destroy correspon	
Pending Certification 18 months, then retucted. Certified Case. File	on File: Cut off files at end of each calendar year; hourn file documents to candidate, then destroy corresponds:	n CFA 6 months.
Pending Certification 18 months, then retucand. Certified Case. File then transfer to SR	on File: Cut off files at end of each calendar year; ho urn file documents to candidate, then destroy corresponses: Cut off files at end of each calendar year; hold is hold 59% years, then destroy. Hold corresponding re	n CFA 6 months;
Pending Certification 18 months, then retucted Case. File then transfer to SR	on File: Cut off files at end of each calendar year; hourn file documents to candidate, then destroy corresponds:	n CFA 6 months;
Pending Certification 18 months, then retucted Case. File then transfer to SR	on File: Cut off files at end of each calendar year; ho urn file documents to candidate, then destroy corresponses: Cut off files at end of each calendar year; hold is hold 59% years, then destroy. Hold corresponding re	n CFA 6 months;
Pending Certification 18 months, then retucand. Certified Case. Filte then transfer to SRG in CFA until informations.	on File: Cut off files at end of each calendar year; ho curn file documents to candidate, then destroy correspond es: Cut off files at end of each calendar year; hold in C; hold 59 years, then destroy. Hold corresponding re- lation from Certified Case Files is placed on computer; t	n CFA 6 months;
Pending Certification 18 months, then retucand. Certified Case. Filte then transfer to SRG in CFA until informations.	on File: Cut off files at end of each calendar year; ho urn file documents to candidate, then destroy corresponses: Cut off files at end of each calendar year; hold is hold 59% years, then destroy. Hold corresponding re	n CFA 6 months;
Pending Certification 18 months, then retucand. Certified Case. Filte then transfer to SRG in CFA until information. These instructions apply to	on File: Cut off files at end of each calendar year; how file documents to candidate, then destroy correspondes: es: Cut off files at end of each calendar year; hold in the series of the series. co all prior and future accumulations of the series.	n CFA 6 months; ference card hen destroy
Pending Certification 18 months, then retucand. Certified Case. Filte then transfer to SRG in CFA until informations.	on File: Cut off files at end of each calendar year; how file documents to candidate, then destroy correspondes: Cut off files at end of each calendar year; hold is hold 59% years, then destroy. Hold corresponding relation from Certified Case Files is placed on computer; to all prior and future accumulations of the series.	n CFA 6 months;
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Pending Certification 18 months, then retucand. Certified Case. File then transfer to SRG in CFA until information These instructions apply to Agency Head/Designee (Signa 77-400 A 8/10/8 Recommendations in para-	on File: Cut off files at end of each calendar year; how urn file documents to candidate, then destroy correspondes: Cut off files at end of each calendar year; hold in C; hold 59% years, then destroy. Hold corresponding relation from Certified Case Files is placed on computer; to all prior and future accumulations of the series. The proof of the series of the se	n CFA 6 months; ference card hen destroy Date N 2/2/83
Pending Certification 18 months, then retucand. Certified Case. File then transfer to SRG in CFA until information These instructions apply to Agency Head/Designee (Signa 77-400 A B/10/8) Recommendations in paragraph 12 are approved.	on File: Cut off files at end of each calendar year; how file documents to candidate, then destroy correspondes: Cut off files at end of each calendar year; hold in the corresponding restriction from Certified Case Files is placed on computer; the coall prior and future accumulations of the series. Date Records Management Officer (Signature)	n CFA 6 months; ference card hen destroy Date N 2/2/83
Pending Certification 18 months, then retucand. Certified Case. File then transfer to SRG in CFA until information These instructions apply to Agency Head/Designee (Signa 77-400 A 8/10/8) Recommendations in paragraph 12 are approved. (If disapproved, attach letter	on File: Cut off files at end of each calendar year; how urn file documents to candidate, then destroy correspondes: Cut off files at end of each calendar year; hold in C; hold 59% years, then destroy. Hold corresponding relation from Certified Case Files is placed on computer; to all prior and future accumulations of the series. The proof of the series of the se	n CFA 6 months; ference card hen destroy Date N 2/2/83
Pending Certification 18 months, then retucand. Certified Case. File then transfer to SRG in CFA until informations apply to Agency Head/Designee (Signa)	on File: Cut off files at end of each calendar year; how file documents to candidate, then destroy correspondes: Cut off files at end of each calendar year; hold in C; hold 59% years, then destroy. Hold corresponding relation from Certified Case Files is placed on computer; to all prior and future accumulations of the series. The part of the series	n CFA 6 months; ference card hen destroy Date N 2/2/83 e) Date



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Number Application Date Georgia Peace Officers Standards & Training Council - Certification Division 4301 Memorial Drive - Suite 1 Date Received Date Completed Application Number 1 4 1977 Decatur, Georgia DCT 4 1977 Working Title 2. Person to Contact Telephone Number Wallis D. Fielding, Lt. Chief, Certification Division 656-6134 3. Action Requested a. A Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. ☐ Amend Application No. ______ Check One: ☐ Change; ☐ Supercede; ☐ Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Georgia July 1970 | Present Peace Officer's Certification Case Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function To certify Peace Officers based on pre-employment standards (including a pre-employment examination - effective 7-1-77) and upon satisfactory completion of basic law enforcement training course and to withdraw or suspend certifications based on law or council rules. To certify schools, training facilities, program and courses, school directors and instructors, to suspend or revoke such certifications based upon annual re-evaluation or failure to meet standards set forth and to facilitate and promote training through establishing and recommending training curricula. This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: determining whether candidates for Peace Officer certification have met requirements for certification as set forth in the Georgia Peace Officers Standards and Training Act and to maintaining case files on those officers who become certified. case files for each candidate containing Application (DPS-158), Background Included are: Investigation Report (DPS-100), Medical Examination Report and Physicans Affidavit (DPS-161), Birth Certificate, High School Diploma (copies), Pingerprints, Proof of Mandate Training; and related material. Also included are card reference files for Pending Certification and Certified Case Files. Numerically by case number File is arranged: How often are records referred to which are: 8. Monthly Reference Rate Seven to twelve months old _; Thirteen to twenty-four months old _____ One to six months old. seldom? twenty-five months and older ___ 9. Annual Rate of Accumulation of Records Letter-size drawers 5 _____; Legal-size drawers _ _; Shelves _ : Other (specify)

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YES NO	10. Questionnaire	(Flace an ")	X" in the proper o	oluma) * •	
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х	b. Does the serie Ga. Peace	s contain confid Officer St	dential information	n requiring security handling? If yes, cite law o Training Act – Section 92A-2112	r regulation.
X	c. Is this a vital r	ecord?			
			al or long term rese		
x				necessary to keep the entire file for a long period	od, could these
$\frac{X}{X}$		scheduled sepa		number of the control	
				published? If yes, attach copy, analyzed and/or recorded in a summarized repor	
X	If ves, attach	copy.	·	ce, or in another office or agency?	τ?
Х				w enforcement unit.	
X			ion of it) regularly		
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11. Hetent	tion Requirements	-∳ Th 60	ne following requir	res the series to be kept: 60	·
a. Sta	te Law		years.	d. Audit period	vears.
b. Sta	tute of limitation		years.	e. Administrative need	
c. Fed	ierai law		years.	f. Federal retention instructions	years.
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Attach	copy or excert of I	aws or regulation	ons. Explain admi	inistrative need.	
Recor (Ga.	ds have value Peace Officer	during wor Standards	king life of and Training	employee for court proceedings. Act Section 12)	
		•			en de la companya de La companya de la co
10					
12. Appro	ved Disposition Inst			ends that the file series be cut off at the end of	each:
		G	Calendar Year; [Fiscal Year; Other SEE BELOW	then,
☐ Tra	ld in the current file nsfer to local holdir nsfer to State Reco	ng area; hold	year(s)		
☐ Des	-				
☐ Tra	nsfer to State Archi	ves for permane	ent retention.	at se sile at and of each of	lorday waay
☐ Oth	ier <i>(Specify)</i> Pen	ding Certif	ication File	: Cut off files at end of each ca	alendar year;
	The state of the s	noig in	current file	s area 18 months, then return file	a documents to
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	Cer	tified Case	Files: Cut	off files at end of each calenda	r year; hôld in
96 3 - 6		current	files area l	www.then transfer to State Reco	ords Center; hold
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12				ormation from Certified Case File	s is placed on
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			ctor of Geor	gia Peace Officers Standards and	Fraining Council
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These i	nstructions apply to	all prior and f	uture accumulatio	ons of the series.	
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Agency Hea	TDe nee /Signal	tu e)	Date	Records Management Officer (Signature)	Date
VA	Wal.	40.		Lee Wilson CRM	9/4/22
77-40	0 10	14177		State Records Committee (Signature)	Date
	dations in para-		<		0.4 00
graph-12 are (<i>If disappr</i> o:	e approved. ved, attach letter	State Aud	itor/Designee	1 / many	19-24-71
			(<u>)</u>		1010.7
of explanati		Secretary of	State/Designee	Canole Hart	9-27-77